

# Grange Primary School



## Job Description

**Name:**

**Job title:** Family Support Officer

**Salary Scale:** Band 10, Salary Range Point 29 – 32 (£25,951 £28485) Pro Rata Per Annum, Term time only (195 day)

**Hours per week:** 37 (flexibility needed with working hours)

**Responsible to** Headteacher

**Line managed by** Headteacher

### **Purpose of Job**

To work with the Leadership and Inclusion Teams to support, promote and improve inclusion and the wellbeing of children and their families, including those which are vulnerable, carrying out the role of Deputy designated safeguarding lead.

This specifically includes;

- Responding to safeguarding concerns and managing Social Work Caseloads (e.g. child protection, child in need etc)
- Leading on attendance.
- In-school and family wellbeing support.
- Playing a key role in the admissions process.
- Developing engagement with families.
- Supporting parenting.

### **Main Responsibilities as Family Support Officer**

- Carry out the role of Deputy Designated Safeguarding Lead, with clear responsibilities and day to day duties delegated by the Designated Safeguarding Lead as per the school's safeguarding policy, including taking a lead role in evaluating and adapting policy and procedure as and when required keeping up to date with statutory requirements and good practice.
- Support colleagues with appropriate recording and information sharing, including ensuring school systems to support this (e.g. CPOMS) are as effective as possible.
- Manage identified school caseloads and maintain casework documentation, including liaising with class teachers, gathering appropriate information and disseminating appropriately at meetings.
- Working within a framework of supervision, contribute to the creation of strategies and action plans for vulnerable pupils.
- Work in partnership with external agencies to signpost or make referrals for support, including completing Early Help Assessments where appropriate.
- Lead on provision and support for children who are Looked After, including taking the responsibility for PEPs.
- Work in partnership with the SENDCO to lead on achieving and maintaining Adoption Friendly School status, ensuring effective communication with stakeholders and planning and implementing improvements.
- Carry out actions identified in the school attendance policy including following up lack of response to first day contact by home visiting or meeting parents/carers in school and ensuring effective and timely communications.
- Analyse information and data to identify and work with pupils who have poor attendance or who are at risk of becoming vulnerable through effective leadership and communication with the school clerk, ensuring the maintenance of accurate and factual records.

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- Prepare reports on attendance for the leadership team and governing body to inform and include priorities and actions.
- In partnership with the Headteacher, evaluate and continue to develop policy and procedures relating to school attendance.
- Engage in the personal development of identified vulnerable pupils in the role of a key person/mentor.
- Take an active role in Inclusion Team meetings, including identifying need and appropriate actions and co-ordinating interventions.
- Disseminate good practice to colleagues and parents/carers regarding wellbeing support.
- Develop links with families of pupils who are transferring into the school to ensure successful transition, promoting the school ethos, supporting information sharing and ensuring the admissions process is carried out effectively.
- Play a key role in the transition of our vulnerable pupils to Secondary Education, working in partnership with the SENDCO, class teachers and UKS2 Team Leader.
- Support other transitions for vulnerable pupils, including communication with schools children may transfer to.
- Develop and deliver a programme of family-related activities to meet the needs of the school community and promote engagement and supporting parenting.
- Support, challenge, motivate and provide information to parents/carers to develop their skills and understanding of effective parenting.
- Provide support to parents/carers with appointments, improving communication between agencies, school and families, liaising effectively with the SENDCO where appropriate.
- Provide advice and guidance to senior colleagues in respect of latest developments in policy and practice.

## As a member of staff uphold the school ethos

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Recognise own strengths and areas of expertise and share these skills with others.
- Participate in training and other learning activities and performance management as required.
- Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.

*This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the Headteacher and post holder.*

Signed (Postholder) ..... date .....

Signed (Headteacher) ..... date .....